



**Policy:** 3060  
**Procedure:** 3060.06  
**Chapter:** Medication Management  
**Rule:** Medication Administration

**Effective:** 03/20/07  
**Replaces:** 3100.12  
**Dated:** 08/06/01

### **Purpose:**

Arizona Department of Juvenile Corrections (ADJC) Behavioral and Medical Health Services Division shall ensure medication is properly administered to all juveniles in ADJC secure facilities.

### **Rules:**

1. The **QUALIFIED HEALTH CARE PROFESSIONAL (QHCP)** shall routinely administer all prescription and over the counter medication dosages, and document each administration in the juvenile's Medication Administration Record (MAR). **TWO ADJC EMPLOYEES** at a minimum shall participate in the administration of medication.
2. The **QHCP** shall transport the prescribed medication in blister/bubble packs, when available, to the administration sites.
3. The **QHCP OR ADJC EMPLOYEE** shall administer all medications individually using the watch/swallow procedure below:
  - a. The **JUVENILE** shall:
    - i. Come to the designated area in front of the administering employee;
    - ii. Obtain a cup of clear liquid;
    - iii. Pull sleeves up to the elbow if wearing long sleeves;
    - iv. Show:
      - (1) Pill(s) on one palm; and
      - (2) Pill(s) on tongue.
    - v. Swallow pill(s) with clear liquid. The **QHCP** may request random swishing with liquid and/or consumption of a second cup of beverage.
    - vi. Show empty cup to QHCP or administering employee.
  - b. The **QHCP OR SECOND EMPLOYEE** shall use a flashlight to inspect under the tongue, roof of the mouth, and lower and upper gums:
    - i. The **JUVENILE** shall open his/her mouth using his/her little fingers (pinkies);
      - (1) Show upper and lower sides of the gums; and
      - (2) Stick out and lift tongue.
4. **When medication is administered in a Housing Unit:**
  - a. **HOUSING UNIT PERSONNEL** shall ensure:
    - i. No more than two juveniles at a time are called to the designated medication administration area;
    - ii. All other juveniles are separate from the designate medication administration area.
  - b. In the event that order is not established or that more than two juveniles are in the designated medication administration area, the **QHCP** shall retreat and return when order is restored:
    - i. If order is not restored within one hour, the **QHCP** shall:
      - (1) Identify juveniles with essential medications to be administered;
      - (2) Contact the Security Officer in Charge (OIC) and request those juveniles be escorted to the Health Unit as soon as possible;
      - (3) In the event medication is not administered to any juvenile, report this occurrence in accordance with Procedure 3060.04 Medication Mishap Reporting, and complete Form 3060.04A Medication Mishap.
5. **Juvenile not complying with the watch/swallow procedure:**
  - a. If the juvenile refuses to comply with the medication administration procedure, the **QHCP OR ADJC EMPLOYEE** shall:
    - i. Call Security for assistance; and

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- ii. Notify the prescribing practitioner.
  - b. If non-compliant behavior should occur a second time, the **QHCP** shall:
    - i. Refer the juvenile to the prescribing practitioner;
    - ii. Notify the Multidisciplinary Team/Case Manager in order to enlist their help in working with the juvenile.
6. **Juvenile refusing medication:** If a juvenile refuses medication the **QHCP** shall make a note in the juvenile's MAR and follow Procedure 3040.07 Refusal of Health Care.
7. **If regularly scheduled medication is required by a juvenile at a time when no QHCP is available:**
- a. The **DEPARTING QHCP** shall:
    - i. Place the individual dosage in a labeled medication envelope;
    - ii. Print specific instructions regarding time and anything special about the medication on the envelope;
      - (1) Juvenile's name;
      - (2) K number;
      - (3) Housing Unit;
      - (4) Name of medication;
      - (5) Strength;
      - (6) Quantity in envelope;
      - (7) Number to administer;
      - (8) Time of administration; and
      - (9) Any special instructions.
    - iii. Deliver the medication to the Officer in Charge (OIC) prior to leaving the grounds;
    - iv. Communicate to the oncoming medical shift each medication that was left with the OIC for after-hours administration.
  - b. The **OIC OR DESIGNEE** shall:
    - i. Administer medication following specific printed instructions;
    - ii. Retain medication envelope;
    - iii. Sign medication envelope indicating that medication was given to juvenile as per specific printed instructions;
    - iv. Return the envelope to the next OIC or to the QHCP, when available.
  - c. The **INCOMING QHCP** shall:
    - i. Check with the OIC to:
      - (1) Pick up the medication envelope; and
      - (2) Verify if and when the medication was given.
    - ii. Document the information in each juvenile's MAR upon return to the Health Unit.
8. **HOUSING UNIT EMPLOYEES** shall administer a single dose of over-the-counter or prescription creams and treatments at the QHCP direction and ensure creams and treatments are used in an appropriate manner.
9. In the event of extenuating circumstances the **CORRECTIONAL REGISTERED NURSE SUPERVISOR II (CRNS II) OR THE MEDICAL DIRECTOR** may make temporary exceptions or adjustments to the above rules.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
03/20/2007	Kellie M. Warren Psy.D		
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